

MANDATORY TRAINING

All Finance & Administration Cabinet Employees Must Complete
Two Online Courses by August 30, 2015

The Personnel Cabinet - Department of Human Resources Administration has released two online training course for all state employees.

Security Awareness and Accurate Time Reporting

The **Security Awareness** video is designed to give employees an understanding of this important topic.

The **Accurate Time Reporting** course is designed to offer employees an overview of the guidelines for time and attendance.

All Finance and Administration Cabinet employees are **required** to view the **Security Awareness** and **Accurate Time Reporting** videos by **August 30, 2015**. All newly eligible employees in years thereafter are required to complete the online training.

[Click here](#) to access both the **Security Awareness** and the **Accurate Time Reporting** online courses and printable versions.

NOTE: The courses may take a few moments to load once you click on the link, please be patient.

Upon completion of the course, employees are required to submit an Employee Acknowledgement Form to their supervisor **and** Amanda Arnold (Amanda.Arnold@ky.gov) within the Division of Human Resources.

You will not receive credit for the course unless the Division of Human Resources receives your acknowledgement form.

If you have difficulty accessing the course, please contact your agency information technology staff.

Supervisors, please ensure all staff are alerted about this training requirement and that they have access to computers to complete.